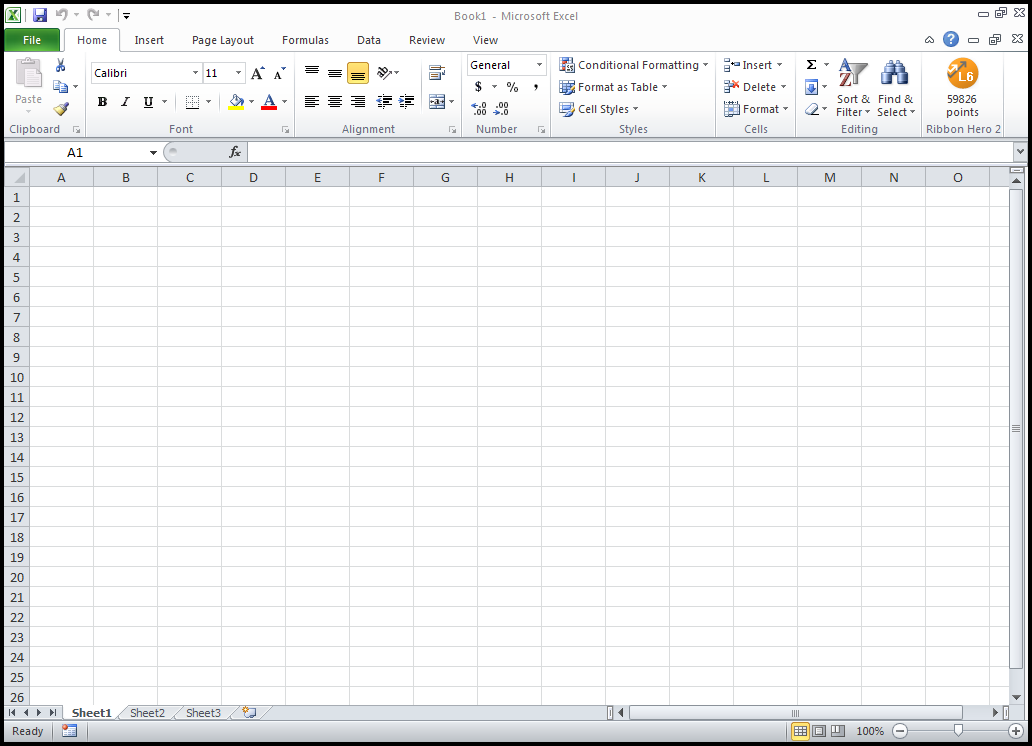
Lessons 1-2 Practice Quiz

Number group

Label the following parts of a spreadsheet:



Insert Function Key

Worksheet Title

Formula bar

Name the tab and group where each button can be found:

Tab: Home

Group: font



Tab:Home

Group: Alignment

Tab:

Group:





Tab: Home

Group: Editing



Tab: Home

Group: Alignment



Tab: home

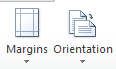
Group:clipboard





Tab: Insert

Group: Text



Tab: Page Layout

Group: Page Setup



Tab:formulas

Group: Function library

Describe the steps to change a column to currency:

1. Select the column. 2. Go to the number group of the home tab and, using the pulldown menu, select “currency”.

In your own words, explain absolute value:

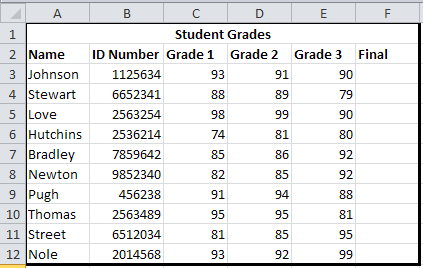
An absolute cell reference is one that does not change when it is copied from the cell it is in to another cell. We indicate absolute cell references by using a $ in front of the part of the cell address that we want to remain the same.

Absolute value, on the other hand, is a mathematical thing which means “give the value without a sign”. In other words, the absolute value of -50 is simply 50. (Not that this matters for the quiz…)

What is the difference between a formula and a function?

A function is a pre-set instruction that the program knows how to perform (like SUM, AVERAGE, or a sort). A formula is an expression that includes mathematical operations, performed on values (like =A2/5 or =5^3).

Key in the following spreadsheet in a Microsoft Excel Spreadsheet::



Apply the following changes:

1. Format the student names as **bold** and *itialics*
2. Format Ccolumns C, D, E and F as percent with 2 decimal places
3. Enter a function in column F that will average the grades from columns C, D and E
4. In cell A14, Enter the word Average
5. In cell C14, Enter a function that will average the grades from column C
6. Copy the function to cells D14, E14, and F14
7. In Cell A15, enter the word Highest
8. In cell C15, enter a function that will find the highest grade from column C
9. Copy the function to cells D15, E15, and F15
10. In cell A16, enter the word Lowest
11. In cell C16, enter a function that will find the lowest grade in column C
12. Copy the function to cells D16, E16, and F16
13. Add an accounting border (single line above, double line below) to cells C14, D14, E14, and F14
14. Change the outside border of the entire table to a double line border
15. Add a header with your name, today’s date and the assignment title (Lesson 1-2 Quiz)

This is what the answer looks like in the “page view”. It’s hard to see the double border at the top and on the left hand side.

